

**MINNESOTA DISTRICT COURT  
TENTH JUDICIAL DISTRICT**

**JUDICIAL LAW CLERK**

**Appointing Authority: The Honorable Barry A. Sullivan**

<b>OFFICE &amp; LOCATION</b>	<b>CLASS</b>	<b>WORK SCHEDULE</b>
Tenth Judicial District Anoka County Courthouse Anoka, MN	Judicial Law Clerk	Full-time Mon.-Fri. – 8:00-4:30

The Honorable Barry A. Sullivan, who is chambered in the Anoka County Courthouse, Anoka, Minnesota, is seeking a qualified person to fill a full-time judicial law clerk position.

**DESCRIPTION:** Work directly with the District Court Judge performing legal research, drafting memoranda and jury instructions. In addition to legal research and writing, clerks have the opportunity to observe court proceedings and learn first hand how the court system operates.

The successful candidate will be articulate, self-motivated, and an excellent writer. Solid academic and analytical skills are required. Applicants must have the ability to effectively communicate, verbally and in writing. Computer literacy is important; familiarity with Westlaw and Microsoft Word/Windows operating system preferred.

**MINIMUM QUALIFICATION:** Graduate of an accredited law school. An attorney who has taken the Minnesota Bar Exam is preferred but not required.

**SALARY:** \$19.79/hour (\$41,321.52 annually). Includes full State of Minnesota benefits package. For benefit information visit [www.doer.state.mn.us](http://www.doer.state.mn.us).

**APPLICATION DEADLINE:** Applications accepted until 4:30 p.m. on Friday, October 6, 2006.

**TO APPLY:** *You must send separate application materials for each law clerk position you are applying for.* Download an application from [www.mncourts.gov](http://www.mncourts.gov). Submit completed application form, cover letter, resume, brief writing sample, and transcript of grades to:

**Tricia Hedin  
Tenth Judicial District  
W370 Anoka County Courthouse  
325 E. Main St  
Anoka, MN 55303**

**Equal Opportunity Employer  
Position # 00293860**